

**1978
SUMMER ENCAMPMENT**



**FT. BELVOIR
VIRGINIA**

August 6-12, 1978

USAF ★ ★ AEROSPACE POWER FOR PEACE ★ ★ USAF

HEADQUARTERS
NATIONAL CAPITAL WING, CIVIL AIR PATROL
AUXILIARY OF THE UNITED STATES AIR FORCE
Bolling Air Force Base, Washington, D. C. 20332



AUGUST, 1978

TYPE "B" ENCAMPMENT, FORT BELVOIR, VIRGINIA

1978 SUMMER ENCAMPMENT HANDBOOK

This handbook is intended to make you aware of the policies and procedures you will be expected to follow while attending the Encampment. Portions of the information contained herein were extracted from CAP manuals 50-16 and 39-1.

CONTENTS OF THIS HANDBOOK ARE TO BE CONSIDERED REGULATORY IN NATURE.

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* * * * * C E R T I F I C A T I O N * * * * *

I _____ certify that I
(Full signed name, Grade and Serial Number)
have fully read and understand the entire contents of this handbook.

(Date)

CHAPTER 1

GENERAL INFORMATION

1-1 Purpose of the CAP Encampment: CAP Encampments are designed to provide CAP members an opportunity to (1) apply knowledge gained in the Cadet and Seniors programs to practical situations, (2) to develop a greater understanding of the CAP mission and of CAP capabilities (3) to develop their potential for aerospace leadership in an actual aerospace environment.

1-2 Staff Positions: The following positions will be authorized at the encampment. Names will be filled in at the first briefing.

(A) Senior Staff

Encampment Commander : Major Waters

Deputy Commander: Major Money

Executive Officer: First Lieutenant Ripps

Administrative Officer: Second Lieutenant Carney

Medical Officer: *CAPTAIN Grant Rea*

Information Officer: Warrant Officer Smith

Commandant of Cadets: First Lieutenant Clark

(B) Cadet Staff

Cadet Encampment Commander: _____

Cadet Sergeant Major: _____

Cadet Deputy Commander _____

Cadet Administrative Officer _____

Cadet Information Officer _____

Cadet Medical Officer _____

(C) Squadron Staff

My Squadron Is The _____ Squadron

My Squadron Commander Is: _____

My Squadron Deputy Commander is: _____

My Squadron First Sergeant Is: _____

My Flight Commander Is: _____

My Flight Sergeant Is: _____

My Squadron Tactical Officers Are: _____

Others I Need To Know: _____

(D) Host Base Personnel

Base Commander: _____

Deputy Commander: _____

Base Project Officer: _____

Base Project NCO _____

Base - CAP Liason Officer: _____

1-3 Locker, Clothing and Bed Arrangements: Locker, Clothing and Bed Arrangements will be as shown in figure 1-1. Daily bed arrangements will be announced for the following day at retreat ceremonies each day and/or posted on the bulletin board.

1-4 Required, Suggested and Optional Clothing/Equipment: Figure 1-2 gives all required, suggested and optional items to be used at the encampment by all encampment participants. Numbers indicate the suggested minimum quantities, however, sound judgement should be used when packing. Remember, transportation and locker facilities will be limited.

1-5 Items to be Carried At All Times: All encampment personnel will have the following items in their possession at all times.

- (a) Current CAP ID Card
- (b) One Copy of Encampment Travel Orders
- (c) Two Demerit Slips (Cadets Only)

1-6 Marking of Personal Items: All personal items will be marked with the last initial and the last four numbers of your serial number.

Example: John Smith, 123-45-6789; Correct Marking: S-6789

All personnel will assume full and complete responsibility for any and all personal items brought to the encampment.

1-7 Personal Funds: Cadets will NOT carry more than \$30.00 to the encampment. This should be more than enough to cover personal expenses. (i.e., movies, laundry, etc.) Seniors will use their own judgement.

CHAPTER 2

DISCIPLINE

2-1 Rules of Conduct: Rules of conduct as applicable, will be observed as set forth in Figures 2-1 (Cadet Rules of Conduct) and 2-2 Senior Rules of Conduct).

2-2 Violations: Violations of any of the rules of conduct as set forth in Figures 2-1 and 2-2 will be delt with accordingly.

2-3 Cadet Review Board: A Cadet Review Board will be appointed by the Encampment Commander to hear cadet grievances that can not be resolved by the Cadet Flight Commanders and other cases refered to it by the Encampment Commander. The Cadet Review Board shall be composed of the following members:

- (1) One (1) Senior Officer
- (2) One (1) Cadet Officer
- (3) One Cadet Non-commissioned Officer
- (4) Two (2) Cadets

If the decision of the Cadet Review Board is not satisfactory to the Cadet concerned, an appeal may be made to the Encampment Commander.

2-4 Barracks Regulations: All applicable Air Force, Army and Department of Defense (DOD) regulations will be observed, as well as those in Figure 2-4.

2-5 Demerit System: Demerits are marks or grades indicating a deficiency in proper CAP conduct or unsatisfactory performance in training activities. The following Officers have authority to assign demerits for improper or unsatisfactory conduct.

- (1) Encampment Commander
- (2) Encampment Deputy Commander
- (3) Commandant of Cadets
- (4) Cadet Commander
- (5) Cadet Deputy Commander
- (6) Cadet Squadron Commander
- (7) Cadet Flight Commander
- (8) Squadron Tactical Officers
- (9) Other Senior Staff Officers may make recommendations to the Commandant of Cadets.

a. Review of Demerits: The Encampment Commander or his deputy will have the final authority in case of a dispute regarding the awarding of demerits or the demerit system in general.

b. Removal of Demerits: Demerits may be removed by the performance of extra duties as assigned by the Commandant of Cadets at the rate of one (1) demerit for every fifteen (15) minutes of extra duty. Under NO circumstances will a Cadet be required to perform extra duty when an encampment activity is scheduled.

c. Dismissal From the Encampment: Accumalation of twenty-five (25) or more demerits within any twenty-four hour period may be considered sufficient grounds for dismissal, regardless of whether or not the total has been worked off to less than 25 demerits.

2-6 Personal Appearance: ALL encampment personnel will be expected to conform to the personal appearance standards, including haircuts, as set forth in Figures 2-3 and CAPM 39-1.

2-7 Dining Hall Rules: Personnel will be utilizing U.S. Army dining facilities. They will be expected to conduct themselves in a dignified manner while in the dining hall area. There will be NO loud or boisterous talking or laughing. All food taken must be consumed in the dining hall. Remember, take all you want, eat all you take. No Cadet will be excused from meals, except for medical reasons. All members of a flight will be seated in the same area. They need not, however, be seated as a flight unless directed to do so by higher authority. Flight members will either remain seated until all of the flight has finished or, they may be allowed to depart the dining hall and stay in the IMMEDIATE area until the flight is assembled and returned to the barracks area.

2-8 Bedchecks: Bedchecks will be conducted by the Senior and/or the Cadet Officer of the Day (S.O.D. or C.O.D.) within the first half hour after lights out and at least once during each tour of the barracks guard/fire watch. All bedchecks will be logged in the S.O.D./C.O.D. Logbook.

2-9 Restricted Areas: All encampment personnel will familiarize themselves with the encampment area boundaries. All military restricted areas will be noted by the encampment participants and will be avoided unless authorized to enter them by competent authority.

CHAPTER 3

EMERGENCY PROCEDURES

3-1 FIRE: All personnel will be familiar with the locations of fire alarms and extinguishers. Cadets will NOT handle fire extinguishers unless it is absolutely necessary, for the immediate safety of personnel and/or property.

(1) Detection of Fires:

(a) SOUND THE FIRE ALARM (mechanical device, word of mouth, knocking on doors)

(b) Notify the SOD/COD

/1/ The SOD/COD will notify the fire department and report the alarm.

(c) Leave the area by the nearest exit

(d) Proceed to a predesignated area and assemble as soon as possible for the purpose of taking an immediate roll call. (All personnel are expected to be familiar with the members of their flight so that as little time as possible will be lost in determining any ones absence.)

(e) Proceed as directed by the senior ranking individual present.

(f) DO NOT attempt to assist emergency personnel or re-enter the the evacuated area until specifically directed to do so by a SENIOR OFFICER or one of the emergency personnel.

(2) Fire Drills: Fire Drills will be conducted as directed by the Commandant of Cadets.

3-2 Other Emergencies: Appropriate procedures will be established by the Commandant of Cadets. In general, however, the following steps will be taken:

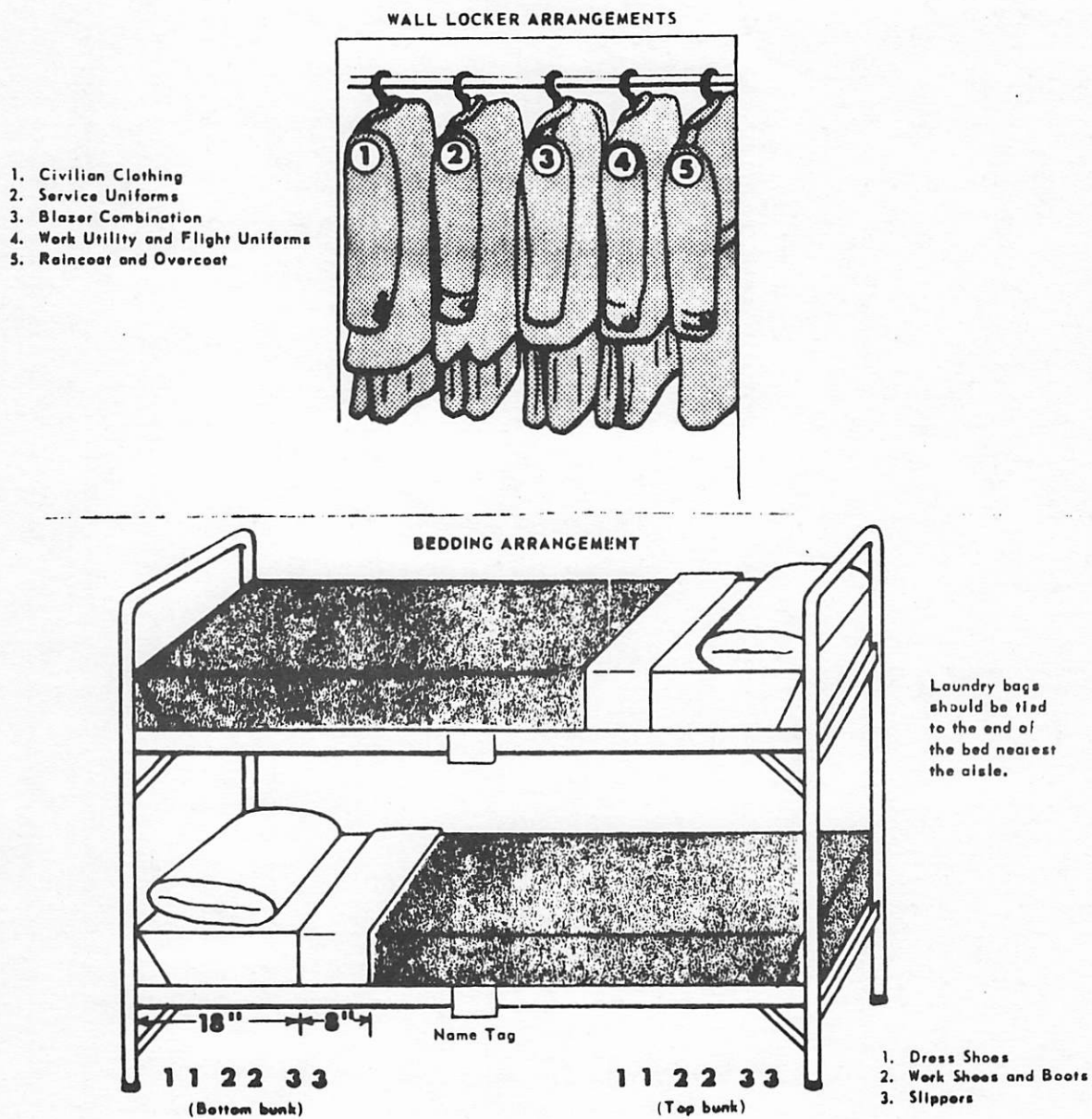
(1) Sound the appropriate alarm or notify the SOD/COD

(2) Notify the appropriate agency (Fire, Police, Hospital, etc.)

(3) Follow the procedures as outlined in paragraph 3-1(1)(d) through 3-1(1)(f) if appropriate.

LOCKER, CLOTHING AND BED ARRANGEMENT

CLOTHING AND BEDDING ARRANGEMENT



(Single bunk will be made with head toward lockers)

Figure 1-1

FIGURE 1-2

REQUIRED, SUGGESTED AND OPTIONAL CLOTHING/EQUIPMENT

MALE CADETS

Uniform Items

- 2 Summer Service Blue Uniforms (Shade 1550) (If possible)
- 1 Blue Web Belt
- 1 Silver Buckle
- 1 Flight Cap
- 1 Raincoat suitable to wear with uniform
- 6 Pairs Black Socks
- 1 Pair Black Uniform Dress Shoes

Utility Uniform Items

- 2 Work Utility (Fatigue) Uniforms (If possible)
- 1 Utility Cap (Green) (Berets and other distinctive headgear is NOT authorized)
- 1 Pair Black Combat Boots
- 4 Pair Work Socks

Personal and Miscellaneous Clothing

- 6 Sets Underclothing
- 1 Pair Athletic Shoes
- 6 Plain White Handkerchiefs
- 1 Pair Swim Trunks
- 1 Pair Pajamas
- 1 Bathrobe
- 1 Athletic Supporter

Miscellaneous Personal Items

- | | |
|---------------------------------|------------------------|
| Ballpoint Pen or Pencil | Scrub Brush |
| Bath Sandals or Shower Shoes | Sewing Kit |
| Bath Soap and Covered Soap Dish | Shoe Trees |
| 1 Steno Notebook (Spiral Bound) | Shoeshine Supplies |
| Clothes Pins | Soap Powder |
| Clothes Hangers | Stamps |
| Comb and Brush | Stationery |
| Deodorant | Toothbrush |
| Footpowder | Toothpaste or Powder |
| Hair Oil | Towels and Washclothes |
| Flashlight | Iron (Optional) |
| Insect Repellant | |
| Laundry Bag | |
| 2 Padlocks (Key Type) | |

FIGURE 1-2 CONTINUED

FEMALE CADETS

Uniform Items

- 1 Dress (With Skirt) Uniform (Combination C)
- 2 Summer Service Uniforms (If possible)
- 1 Black Handbag
- 1 Beret
- 1 Raincoat (suitable to wear with uniform)
- 6 Pairs of Hose (or Panty Hose)
- 1 Pair Dress Pumps (or shoes suitable to wear with uniform)

Utility Uniform Items

- 2 Work Utility (Fatigue) Uniforms (If Possible)
- 1 Utility Cap (Green) (Distinctive headgear in NOT authorized)
- 1 Pair Black Combat Boots
- 4 Pair Work Socks

Personal and Miscellaneous Clothing

- 6 Sets Underclothing
- 1 Pair Athletic Shoes
- 1 Bathing Suit and Bathing Cap
- 1 Pair Pajamas
- 1 Robe or Housecoat
- Other personal garments as required

Miscellaneous Personal Items

- Ballpoint Pen or Pencil
- Bath Sandals or Showers Shoes
- Bath Soap and Covered Soap Dish
- 1 Steno Notebook (Spiral Bound)
- Clothes Hangers
- Clothes Pins
- Comb and Brush
- Cosmetics
- Deodorant
- Foot Powder
- Hair Curlers
- Flashlight
- Hair Net
- Hair Spray
- Insect Repellent
- Laundry Bag

Manicure Items

- Padlocks (2) (Key)

Scrub Brush

Sewing Kit

Shampoo

Shoe Trees

Shoeshine Items

Soap Powder

Shower Cap

Stamps

Stationery

Toothbrush

Tooth Paste or Powder

Towels and Washcloths

Other personal items as required

Iron (Optional)

FIGURE 2-1

CADET RULES OF CONDUCT

1. Possession or the use of alcoholic beverages or other drugs is prohibited.
2. Possession of weapons of any type is prohibited.
3. Possession or the use of tobacco is prohibited.
4. Vulgar or profane language will not be tolerated.
5. Hazing (harrassmant) is prohibited
6. ALL cadets must be in their own rooms after lights out unless excused by competnet authority.
7. All food taken in the dining hall will be consumed in the dining hall.
8. Gambling is prohibited.
9. Theft will not be tolerated.
10. Lying will not be tolerated.
11. Military courtesy will be practiced at all times.
12. All Personnel will be expected to be familiar with the contents of the Encampment Handbook.

SENIOR RULES OF CONDUCT

The cadet rules of conduct will apply to Seniors as well except as noted below:

1. Seniors will not appear in the presence of cadets while under the influnce of any intoxicant.
2. Seniors will not make use of tobacco while in the presence of cadets.
3. Seniors will advise the Senior Officer of the Day (S.O.D.) when they expect to be out of the encampment area.

FIGURE 2-2

NOTE: Violation By Any Cadet Of Rules 2, 3, 5, 8, 9 or 10 Cadet Rules of conduct may be considered sufficient grounds for immediate dismissal from the encampment.

Violation By Any Senior Of Rules 2, 5 8, 9 or 10 Cadet Rules of Conduct or rule 1, Senior Rules of Conduct, will be considered sufficient grounds for immediate dismissal from the encampment and may result in charges being brought before the Wing Commander.

FIGURE 2-3

PERSONAL APPEARANCE STANDARDS

1. Nails will be clean and neat
 2. Hair will be groomed in accordance with current USAF and CAP manuals and Regulations.
 3. Cadets will be clean shaven at all times.
 4. All Personnel will bathe or shower daily.
 5. Shoes are to be clean and polished at all times.
 6. Current USAF and CAP uniform regulations will be followed at all times.
 7. Clothing will be clean at all times.
-

FIGURE 2-4

BARRACKS REGULATIONS

1. All members of a flight will receive demerits for a dirty flight area.
2. Trash cans will be emptied at least twice daily (morning and evening) and other times as required.
3. Trash cans will be cleaned when dirty.
4. Beds will be made in a uniform, prescribed manner.
5. Shoes, clothing, lockers, etc., will be arranged as shown in figure 1-1 of this handbook.
6. All personnel will check the bulletin boards in their area at least twice daily (morning, noon and/or evening).
7. All windows, blinds, shades, etc., will be kept at a uniform level.
8. Lockers will be kept locked at all times except during inspection.
NO LOCKERS WILL BE OPENED UNLESS THE CADET TO WHOM IT IS ASSIGNED IS PRESENT.
10. No smoking in other than authorized areas.